



King County Office of Citizen Complaints – Ombudsman

400 Yesler Building
400 Yesler Way, Room 240
Seattle, WA 98104
206-296-3452 v/tty - 206-296-0948 fax

Ethics Complaint Filing Guidelines

Please read before completing the ethics complaint form. Please contact the Ombudsman Office if you have any questions about how to complete the ethics complaint form.

I. IDENTIFYING THE RESPONDENT

- A respondent is the person against whom an ethics complaint is filed or an investigation is conducted. Identify the person(s) against whom this complaint is being filed in the space labeled “Respondent(s).”
- In the space labeled “Respondent’s Position,” describe the relationship between the respondent(s) and King County government (e.g., employee, former employee, board member, board member, consultant, etc.).

II. ALLEGED ETHICS VIOLATION

In filing an ethics complaint, you must state the specific basis for your belief that the respondent(s) violated the ethics code. Please include the following:

- Please state as accurately as possible the factual basis for this complaint, including such details as names, dates, times, places, and events relevant to the alleged violation(s);
- Please refer to the attached copy of the ethics code and identify which section you believe was violated;
- The role of the respondent(s);
- The names of any individuals who may have witnessed, or have knowledge of, the alleged violation;
- Attach any documents which would corroborate your allegation(s), or describe any documents or other evidence you believe would assist us in our investigation.

III. COMPLAINANT’S REQUEST FOR NON-DISCLOSURE:

In this section, you may request that your name not be disclosed, pursuant to the provisions of KCC 3.04.55(B) and RCW 42.17.310(e).

IV. COMPLAINANT’S SIGNATURE AND VERIFICATION:

This section must be completed in order for an investigation to be initiated by the Ombudsman as directed by the ethics code [KCC 3.04.055(B)].